

HD/CW/CC

Friday 13th October 2023

Dear Parents/Carers,

I hope this letter finds you well. I would like to take a moment to remind you of the importance of punctuality when it comes to your child's school attendance. We have noticed an increasing number of children arriving late to school, and it is essential that we address this issue to ensure the best possible learning experience for all our students.

Our school day officially begins at 8:35 AM, and the classroom doors are open until 8:45 AM for children to enter. It is crucial that your child arrives promptly during this time frame and is in their classroom by 8:45 AM. Beyond this time, children will be considered late, and this is not acceptable.

We want to emphasise the significance of students arriving on time. Every minute counts in the learning process, and when children are consistently late, they miss out on valuable learning time. Additionally, it can disrupt the flow of the lesson for both the teacher and fellow children.

Our dedicated staff members have the right to inquire about and challenge the reasons for lateness. Please understand that this is not intended as an inconvenience but as a means to maintain a structured and effective learning environment for all children.

To further ensure the punctuality of our students, please be aware that the gates and doors to the school will be closed promptly at 8:45 AM. This will help us maintain a secure and organised start to the school day.

In an effort to streamline our processes and reduce paper usage, we are implementing changes in our procedures. Holiday request forms will no longer be available in paper format. Instead, we encourage you to complete these requests electronically using the link provided at the school office. This change will help us manage requests more efficiently and reduce administrative overhead.

We sincerely appreciate your co-operation and understanding in this matter. By working together to ensure that all students arrive at school on time, we can create an environment where each child can thrive academically.

If you have any questions or concerns regarding attendance or any other school-related matters, please do not hesitate to reach out to us. We are here to support you and your child's educational journey.

Thank you for your attention to this important matter, and we look forward to your continued partnership in fostering a positive and productive school experience for all our children.

Thank you for your continued support.

Yours faithfully

Mrs Wilby
Principal